

Enter Your DoD ID Number and Update Your Profile

I. Steps

 Find your DoD ID number, a 10-digit number that should be on the back of your Common Access Card (CAC). It is **NOT** your Social Security Number (SSN). If your CAC displays your SSN, you can find your DoD ID number by signing in to the milConnect website (<u>https://www.dmdc.osd.mil/milconnect</u>) and selecting "My Profile".



2. To update your DTS profile, log in to DTS (<u>www.defensetravel.osd.mil</u>) and select *Traveler Setup* > *Update Personal Profile* from the tabs at the top of the DTS Welcome screen.

Official Travel 🔻	Official Travel - Others	Traveler Setup Repor	ts 🔻	Administrative	V
		Form Preferences			
Welcome Organization: Org Access:		Available Routing Lists	Signed Documents		
		User Preferences			
		Rates Lookup			
		Update Personal Profile	$\boldsymbol{>}$		

3. Then, select *My TSA Information* from the profile update from the links at the top.

A New Era of Government Travel	Routing Lists	Reports Ac	idition al Se tup	Rate Lookup Update Personal Profile
My Profile				
> <u>My Preferences</u> > <u>My Additional Inform</u>	ation > <u>My Account Inform</u> Upd	nation > <u>My TS</u> ate Personal Info	A Information	
Complete the info				
	î			

4. Enter your DoD ID number in the Known Traveler Field and select *Update Personal Profile* (see Figure 2). This will save your DoD ID number to your profile so that it will always be included in future reservations.

Ny TSA Information			
My Profile > My Additional Inform	mation > My Preferences > My Account	Information	
			Update Personal Information
TSA Secure Flight Information			
purposes of watch list screening, Act of 2004. Providing this inform transport or authorization to ent or others under its published syst the privacy impact assessment, p	under the authority of 49 U.S.C. section 1 hation is voluntary; however, iff it is not pro- ter a sterile area. TSA may share informatic em of records notice. For more on TSA Priv kease see TSA's Web site at www.tsa.gov.	14, and the Intelligence wided, you may be subje on you provide with law e racy policies, or to view	Reform and Terrorism Prevention ct to additional screening or denied enforcement or intelligence agencies the system of records notice and
Please enter the information belo using at airport security. When e	w to EXACTLY match the state or governm ntering last name, do not include suffixes (ent issued identification ie.g., Jr.).	card/document the traveler will be
Please enter the information belo using at airport security. When e Update Information: This informat lata.	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe	ent issued identification (e.g., Jr.).	card/document the traveler will be
Please enter the information belo using at airport security. When e Jpdate Information: This informat lata. 'Last Name: 'First Name:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John	ent issued identification e.g., Jr.).	card/document the traveler will be
Please enter the information belo using at airport security. When e Jpdate Information: This informat lata. 'Last Name: 'First Name:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John	ent issued identification e.g., Jr.).	card/document the traveler will be
Please enter the information belo using at airport security. When e Jpdate Information: This informat Iata. 'Last Name: 'First Name: Niddle Name:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John	ent issued identification e.g., Jr.).	card/document the traveler will be
Please enter the information belo using at airport security. When e Jpdate Information: This informat lata. 'Last Name: First Name: Niddle Name:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John Check if no Midde Name	ent issued identification e.g., Jr.). Enter y	card/document the traveler will be
Please enter the information belo using at airport security. When e Jpdate Information: This informat lata. Last Name: First Name: Niddle Name: DOB: (WW/dd/YYYY)	w to EXACTLY match the state or governm intering last name, do not include suffices (tion will be saved to traveler's personal Doe John Check if no Middle Name 11/07/1949	Enter y	card/document the traveler will be our 10-digit
Please enter the information belo using at airport security. When e lata. Last Name: First Name: Niddle Name: DOB: (WW/dd/YYYY) Gender:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John Check if no Middle Name 11/07/1949 ® M © F	ert issued identification e.g., Jr.). Enter y DoD I	card/document the traveler will be our 10-digit D number
Please enter the information belo using at airport security. When e lata. Last Name: First Name: Niddle Name: DOB: (MW/dd/YYYYY) Gender: Ledress Number:	w to EXACTLY match the state or governm intering last name, do not include suffices (tion will be saved to traveler's personal Doe John Check if no Middle Name 11/07/1949 © M © F	ert issued identification e.g., Jr.). Enter y DoD I	card/document the traveler will be our 10-digit D number
Please enter the information belo using at airport security. When e lata. Last Name: 'First Name: Niddle Name: DOB: (WW/dd/YYYYY) 'Gender: ledress Number: inown Traveler Number:	w to EXACTLY match the state or governm intering last name, do not include suffixes (tion will be saved to traveler's personal Doe John Check if no Middle Name 11/07/1949 M F 1234567890	e, , , ,) Enter y DoD I	card/document the traveler will be our 10-digit D number

5. Additionally, DTS will prompt you to verify your TSA Secure Flight information each time you add an airline reservation to your authorization (see figure below). To save your DoD ID number in your personal profile, enter your DoD ID number in the Known Traveler Field and check the box that says *"Save changes to permanent traveler information"*. Then, select *Save TSA Information*.

	Travel/Ticket Identification Information				
	TSA Secure Flight Inform				
	The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSAs Web site at www.tsa.gov.				
	Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).				
	* Last Name:	Dillon-Williams			
	* First Name:	Aimee			
	Middle Name:		Check if no		
	* DOB: (MM/dd/YYYY):		Enter your 10-digit		
	* Gender:	Ом . € ғ	DoD ID number		
Charlete severe to	Redress Number:				
Check to save to	Known Traveler Number:				
DTS profile	Save cha	anges to permanent traveler info	rmation		
		Save TSA	Information		